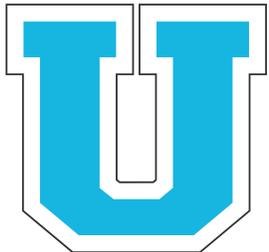




**How it  
WORKS**



**Proctor** 



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# FACULTY EXPERIENCE

An exam must be added to the ProctorU system in order for an instructor's test-takers to schedule an exam via ProctorU.

An administrator or instructor may create an exam using their ProctorU account. Faculty in need of an account may contact an assessment services representative to set up an account.

Administrators can create an exam using the following process after logging into their administrative account:

On the home page in the top right, there is a blue **Add New** button (Figure 23a). Clicking on the button will open a drop down menu.

Selecting **Exam** will open a new screen where instructors may detail the exam appointment. (Figure 23b)

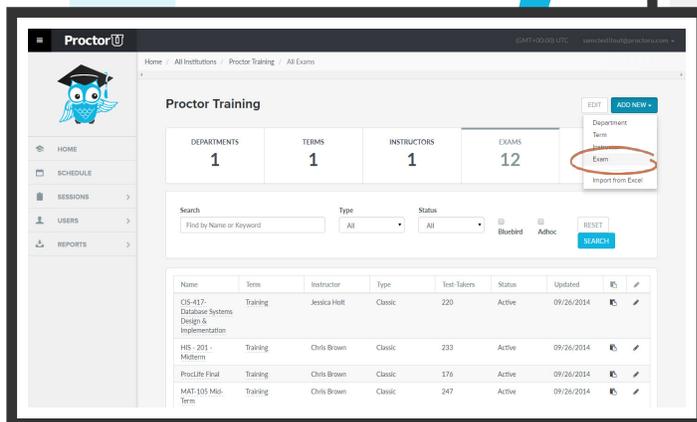


Figure 23a

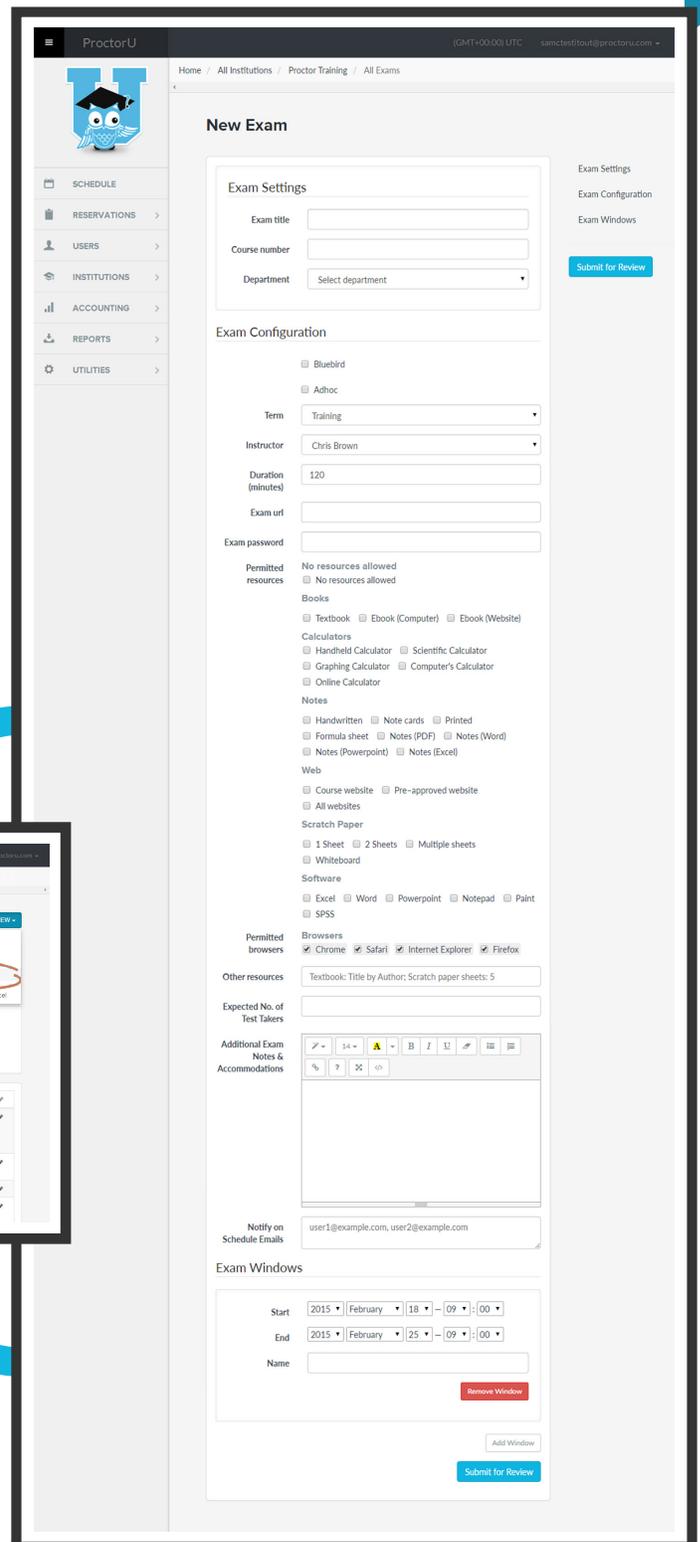


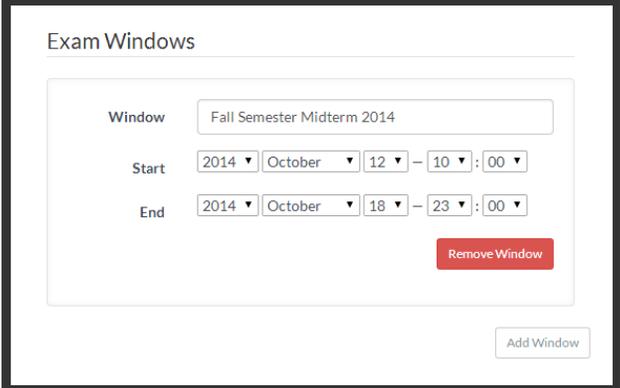
Figure 23b

### Instructors can specify the following details:

- Exam title
- Course number
- Department
- Bluebird/adhoc
- Term
- Instructor
- Duration
- Exam URL (location)
- Exam password
- Permitted resources
- Permitted browsers
- Additional exam notes & accommodations
- Expected no. of test-takers
- Notify on schedule emails

Instructors may use the provided check boxes to specify allowed resources and browsers, and a dialogue box is provided for any available resources not listed.

Exam availability can also be added on this page. Clicking **Add Window** opens a prompt where instructors can specify start and end dates, as well as name the exam time frame. Multiple exam windows may be added for a recurring exam (**Figure 24**).



The screenshot shows a web interface titled "Exam Windows". It features a form with the following fields: "Window" (text input with "Fall Semester Midterm 2014"), "Start" (date and time pickers for 2014, October 12, 10:00), and "End" (date and time pickers for 2014, October 18, 23:00). There are "Remove Window" and "Add Window" buttons.

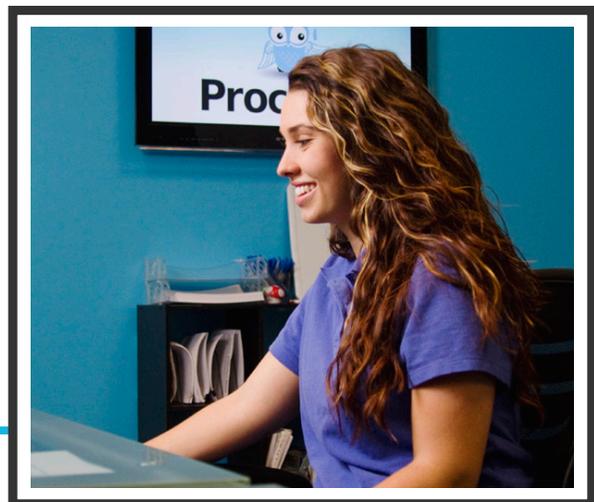
Figure 24

### Alternate exam setup method: Email an Assessment Directive Form (ADF)

The ADF Excel template may be requested and emailed to an assessment services representative as an alternate method of setting up an exam within the ProctorU System. Administrators or instructors may contact an assessment services representative at [passwords@proctoru.com](mailto:passwords@proctoru.com) to use this method.

After completing the exam setup, administrators will receive an e-mail confirming receipt of the information. Exam details and accuracy can be easily reviewed within the ProctorU administrative account.

Test-takers may then begin scheduling appointments. Institutional administration is given an account that provides access to records of exams proctored for their examinees. Individual and aggregate records are available and accessed through the ProctorU administrative account online.



# Activity Reporting

## Reservation Data

On the left under the **Reports/Activity Report** heading, **Session Activity** can be viewed. Administrators can also filter reservations by start and end dates (**Figure 25**).

This page displays the test-taker's exam, department, instructor, name, start time, exam duration. A more detailed description of individual appointments is displayed by clicking the **clipboard edit icon** to the right of each appointment.

Exam	Department	Instructor	Test-Taker	Scheduled Start	Actual Start	Duration	
BIO 2263 Exam 4	New Hire Training	Chris Brown	CHANDLER TRAINING	Mon 01/05/15 3:30 PM CST	Mon 01/05/15 3:40 PM CST	75	
BIO 2263 Exam 4	New Hire Training	Chris Brown	HOOVER THE THIRD	Sat 01/17/15 10:55 AM CST	Sat 01/17/15 10:58 AM CST	75	
HIS - 201 - Midterm	New Hire Training	Chris Brown	Reverse Training	Sat 01/17/15 10:55 AM CST	Sat 01/17/15 10:58 AM CST	45	
CS-417 - Database Systems Design & Implementation	New Hire Training	Jessica Holt	HOOVER THE THIRD	Sat 01/17/15 11:15 AM CST	Sat 01/17/15 11:18 AM CST	150	
BIO 2263 Exam 4	New Hire Training	Chris Brown	HOOVER THE THIRD	Tue 01/20/15 2:05 PM CST	Tue 01/20/15 2:09 PM CST	75	
BIO 2263 Exam 4	New Hire Training	Chris Brown	CHANDLER TRAINING	Wed 01/21/15 1:10 PM CST	Wed 01/21/15 1:22 PM CST	75	

Figure 25

## Cancellations

A report of cancellation activity is also available under the **Reports** menu (**Figure 26**). This report displays exam name, test-taker name, scheduled start and end dates, reason for cancellation, proctor explanation for cancellation, who cancelled the appointment, the date cancelled and any credit given. Reports can be filtered by test-taker name, start and end dates, or by reason.

Exam	Test-Taker	Scheduled Start	Scheduled End	Reason	Explanation	Cancelled By	Created	Credit
HIS - 201 - Midterm	Folsom Training			Training		Nick Martucci	Sat 01/15/15 12:55 PM CST	Account
HIS - 201 - Midterm	Folsom Training			Training		Nick Martucci	Sat 01/15/15 12:55 PM CST	Account
BIO 2263 Exam 4	Folsom Training			Training		Nick Martucci	Sat 01/15/15 12:55 PM CST	Account
CS-417 - Database Systems Design & Implementation	Folsom Training	Fri 01/20/15 1:00 PM CST	Fri 01/20/15 3:50 PM CST	Training		Nick Martucci	Sat 01/15/15 12:55 PM CST	None
MAT-105 Mid-Term	Folsom Training			Training		Nick Martucci	Sat 01/15/15 12:54 PM CST	Account

Figure 26

Suspicious activity is reported to the institution in the form of an **Incident Report**, which documents a potential breach of academic integrity.

A sample incident report can be seen in **Figure 27** on the next page.

Figure 27

## Incident Report

ProctorU

*Proctor University*  
**Jane McTestitout**

**Date:** MM - DD - Year  
**Time:** 12:00 PM Pacific Standard Time  
**Test-Taker:** Jane McTestitout  
**Institution:** Proctor University  
**Exam Name:** Underwater Basket Weaving - Final  
**Instructor:** Woodward J. Procki  
**Incident #:** *mmddy-pr*  
**Proctor:** ProctorU

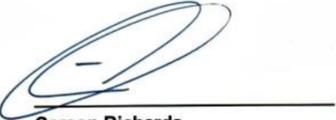


**Incident Summary:** During the course of this exam, the proctor observed the test-taker utilizing Google to search for exam-related content. The test-taker searched for "What is the answer to life, the universe and everything?" The answer, of course, is "42."

**Screenshots:** Screenshots

**Chatlog:** Chatlog

**Recap:** Recap



**Carson Richards**  
Quality Control Coordinator

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